

DD/S 56-4013

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NOV 24 1956

MEMORANDUM FOR: Chief, Commercial Staff

SUBJECT : Report of Training Accomplished During First Quarter,  
FY 1957

REFERENCE : Agency Regulation No. [ ]

25X1A

1. The Director of Training has reported quantitative data regarding training accomplished by the Support Services during the period 1 July - 30 September 1956. According to these data, the total effort of the Support Services amounted to [ ] of the man-hours available during the period. This is substantially short of the policy requiring [ ] investment in training announced by Agency Regulation No. [ ].

25X1A

2. During the base period the number of headquarters personnel in the Commercial Staff represented an input of [ ] man-hours. Applying the [ ] to this, your component would have devoted [ ] man-hours to training its personnel. According to the data compiled by the Director of Training, headquarters personnel assigned to the Commercial Staff actually logged 43 hours or [ ] for the quarter. An analysis of this total by types of training is attached.

25X1A

25X9

3. I am aware that July and August are months during which a large amount of annual leave is used and hence usually a period of reduced training activity. I realize also that it is particularly difficult for a small organization to train its personnel at a constant rate. But it is equally clear that we will improve on this performance only if we approach the problem with vigor, applying large measures of determination and imagination to evolving an effective program of action.

Signed

SA/DDS/JER:epr (21 Nov 56)  
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Attachment:  
Quarterly Report of Training  
for Commercial Staff

L. K. WHITE  
Deputy Director  
(Support)

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